Balranald Shire Council are thrilled to announce we have been granted provisional approval funding to employ multiple Trainees and Apprentices under the NSW Governments “Fresh Start Program”.

The Fresh Start program enables students and school leavers to study and learn on the job while gaining a nationally accredited qualification.

An exciting opportunity exists for a motivated individual as part of the ‘Fresh Start Program’ as a:

**TRAINEE ASSISTANT LIBRARIAN**

**Salary will be from $482 up to $947.70 per week depending on age and qualifications.**

The Trainee Assistant Librarian assists the Librarian with all aspects of managing an efficient and effective Library Service to the community; including administrative support in a professional and responsive manner, program organisation and running (children, youth & elderly groups) and deliver a high-quality customer service experience for Balranald Shire Council library visitors.

Over the course of the traineeship the incumbent will develop and apply the skills and competencies acquired to be a highly effective Assistant Librarian. The trainee will complete a Certificate 111 in Library and Information Services throughout the 2-year term of the contract.

Some Key Accountabilities are:

1. Ensuring all customers have a positive library experience.
2. Assist with the maintenance of the library customer service area, through cleaning items as
required, shelving of resources, shelf tidying, maintaining noticeboards and updating promotional exhibitions and displays.
3. General administrative duties; Photocopying/printing/laminating; Ensure fax, copier and local area printer have sufficient paper and toner supplies; Electronic record keeping.

Terms of employment will be in accordance with the NSW Local Government (State) Award 2023 and Councils salary and performance management systems.

The position description is available at [www.balranald.nsw.gov.au](http://www.balranald.nsw.gov.au) or contact the Human Resources Officer on (03) 50201300 or hr@balranald.nsw.gov.au

**Applications, including Letter & Resume close: Thursday 31st July 2025 at 5pm and should be addressed to the Interim General Manager, via email to** hr@balranald.nsw.gov.au

Peter Bascomb

**Interim General Manager**

